

Private School Choice Programs Summer School Report

Schools participating in the Private School Choice Programs (PSCP or Choice) that have offered summer school may be eligible to receive state aid payments for providing allowable summer school instruction to Choice eligible students.

This presentation provides guidance to schools on how to complete the Summer School Report.

This presentation, the summer school bulletin, and the summer school report is available on the School Submitted Reports page at <http://dpi.wi.gov/sms/choice-programs/school-reports> under "Summer School."

Private School Choice Programs Eligibility Requirements

- In order to receive Choice state aid for summer school instruction, an eligible Choice school must meet all Choice Program requirements. To be eligible to receive summer school payment for instruction to eligible Choice Program students, the Choice school must:
 - 1) Offer a minimum of 19 days of pupil instruction during their summer school term;

AND

 - 2) Provide a minimum of 270 minutes of pupil instruction per summer school day.
- In order for a Choice Program student to be eligible to receive a summer school payment at an eligible Choice Program school, the student must have attended a non-Title I funded course taught at the Choice school's summer school program for a minimum of 15 days.

Private School Choice Programs Summer School Report

This is a screen shot of the instruction page, providing details on how to complete the report.

When this file is open on your computer, you may click on these tabs to move between the Instructions, Cover Sheet, and Schedules 1, 2, and 3.

INSTRUCTIONS FOR COMPLETION OF SPREADSHEET VERSION SUMMER SCHOOL REPORT (PCP-109)

Cover

Complete the information in the fields shaded in yellow. Once the entire form is completed, the school's choice administrator must sign and date the form (area shaded in blue) prior to submitting to the Department of Public Instruction (DPI). To be eligible for a summer school choice payment, a school must offer a minimum of 19 days of pupil instruction, with a minimum of 270 minutes of direct instruction per day.

Schedule 1 Summer School Course List

In column A, rows 1 through 8, list all courses that were provided for grades K4 through 8. List all courses that were provided for grades 9 through 12 in rows 10 through 17. As a reminder, summer school courses funded through Title I monies are not eligible for payment through the private school choice summer school program, and should not be included on the summer school course list.

In column B, list the length in minutes that the course was offered each day. For example, if a school provides a class for 60 minutes for 20 days, 60 should be entered in Column B. The school must provide a minimum of 270 minutes of direct instruction per day to qualify for the summer school choice payment.

Schedule 2 Summer School Days Attended for K4 through 8th Grades

The courses the school entered on Schedule 1 (rows 1 through 8) should now appear in the section E columns on this tab. List all choice students in grades K4 through 8 who attended summer school and who were either in the Choice Program **at any choice school** on the 2nd Friday in January 2016 **or** who have been accepted in the Choice Program **at your school** for the 2016-17 school year. The students should be listed **alphabetically by last name and by grade level** (beginning with K4).

In column B, enter the grade the student was in for summer school.

In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2016, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2016-17 school year, enter "A". Only Choice Program students should be entered on this form.

Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school.

In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be completed for the pupil to be eligible.

Schedule 3 Summer School Days Attended for 9th through 12th Grades

The courses the school entered on Schedule 1 (rows 10 through 17) should now appear in the section E columns on this tab. List all choice students in grades 9 through 12 who attended summer school and who were either in the Choice Program **at any choice school** on the 2nd Friday in January 2016 **or** who have been accepted in the Choice Program **at your school** for the 2016-17 school year. The students should be listed **alphabetically by last name and by grade level** (beginning with grade 9).

In column B, enter the grade the student was in for summer school.

In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2016, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2016-17 school year, enter "A". Only Choice Program students should be entered on this form.

Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school.

In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be completed for the pupil to be eligible.

DPI & Auditor Review of Report

DPI staff will verify the eligibility of Choice students for summer school by checking the list of Choice summer school students against the prior January enrollment lists and against applications in Submitted status in the Online Application System (OAS) for the 2016-17 school year at your school. Your auditor will also review the summer school report and the attendance records as part of the September enrollment audit.

If you have questions related to this report, please email PrivateSchoolChoice@dpi.wi.gov.

Report Submission

Once the report is complete, the Choice Administrator must electronically sign the cover page and email the report as an Excel document to privateschoolchoice@dpi.wi.gov by October 1, 2016. Schools do not need to submit a paper copy. The school should retain a copy of the spreadsheet for its records and auditing purposes.

Cover Sheet

On the cover sheet, only complete the items shaded in yellow.

For “Summer School Dates,” enter the beginning date of summer school classes and the ending date using the “Mo/Day/Year” format.

Enter in how many week days school was not in session between the summer school dates. For example, if the only day between the dates that the school was not in session was July 4th, 1 must be inserted.

The form will automatically calculate the number of days of instruction, subtracting the number of days you indicated the school was not in session.

After completing the sections shaded in yellow on the cover sheet, continue by completing schedule 1, and schedule 2 and/or 3 as necessary.

I. GENERAL INFORMATION				
School ABC Academy				
Street Address 123 Main St		City Milwaukee	State WI	ZIP 53123
Summer School Dates Beginning Date Mo./Day/Yr. 7/1/2016		Ending Date Mo./Day/Yr. 7/29/2016		Daily Hours Beginning Time HH:MM 8:00 AM
		Ending Time HH:MM 12:00 PM		School Phone Area/No. 414-261-4134
How many week days was school NOT in session between the beginning and ending dates listed above? <i>For example, if the school was not in session on July 4th, 1 should be input here.</i>			1	
Contact Person for this Report Mary Miller		Email Address for Contact Person mary.miller@gmail.com		Phone 414-555-1234
II. CHOICE ADMINISTRATOR SIGNATURE				
I CERTIFY that this report is true, that no tuition was charged to Choice students for summer school, and that the school is in compliance with all regulations relating to summer school and the Private School Choice Programs. I further certify that state aid will be claimed only for classes approved for summer school. I agree that typing my name below constitutes a legal signature.				
Electronic Signature of Choice Administrator. The Choice Administrator must type his/her name below.				Date Signed Mo./Day/Yr.
III. PROGRAM ELIGIBILITY				
Requirement	Number	Meets Requirements		
Summer School Includes at Least 19 Days of Instruction	20	Yes		
K-4 Grade Classes at Least 270 minutes Required if the school has any K-4 grade students	0	No		
9-12 Grade Classes at Least 270 minutes Required if the school has any 9-12 grade students	0	No		

Schedule 1: School Course Lists

The top section is only for courses offered to students in grades K4 though 8.

- In column A, enter the title of the course (i.e. Math, Reading, Science).
- In Column B, for each course listed in Column A, enter the number of minutes per day the course was offered during summer school.

The lower section is only for courses offered to students in grades 9 though 12.

- In column A enter the title of the course (i.e. Math, Reading, Science).
- In Column B, for each course listed in Column A, enter the number of minutes per day the course was offered during summer school.

Classes that are funded by Title I may not be included in this list.

NOTE: The information entered in column A will automatically transfer to the appropriate sections on Schedules 2 and 3. The “Total Minutes” information calculated from your entries in column B will automatically transfer to the appropriate section on the cover sheet.

ABC Academy Schedule 1: Summer School Course Lists		
INSTRUCTIONS		
In column A, rows 1 through 8, list all courses that were provided for grades K4 through 8. List all courses that were provided for grades 9 through 12 in rows 10 through 17. As a reminder, summer school courses funded through Title I monies are not eligible for payment through the private school choice summer school program, and should not be included on the summer school course list. In column B, list the length in minutes that the course was offered each day. For example, if a school provides a class for 60 minutes for 20 days, 60 should be entered in Column B. The school must provide a minimum of 270 minutes of direct instruction per day to qualify for the summer school choice payment.		
K4 THROUGH 8 COURSE LIST		
	A Course Title	B Length in Minutes Each Day
1	Science	50
2	Math	50
3	Social Studies	50
4	English	50
5	Art	50
6	Religion	50
7		
8		
9	Total Minutes	300
9 THROUGH 12 COURSE LIST		
	A Course Title	B Length in Minutes Each Day
10	Science	50
11	Math	50
12	Social Studies	50
13	English	50
14	Art	50
15	Religion	50
16		
17		
18	Total Minutes	300

Schedule 2 & Schedule 3: Days Attended by Students

K4 THROUGH 8TH GRADE CLASS LIST													
LINE	A Student Names <i>Last name, First name</i>	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	E Courses Attended <i>Insert an X for all courses the student attended. In order to be eligible, a student must have attended at least one course.</i>								F Pupil Eligibility
					Science	Math	Social Studies	English	Art	Religion	Course 7	Course 8	
1	George Porge	K4	A	20	X	X	X	X	X	X			Eligible
2	Mary Gibbs	3	C	10	X	X	X	X	X	X			Not Eligible
3	Lester Weather	3	C	15	X	X			X	X			Eligible
4	Mark Wilber	5	C	16									Not Eligible
5	Lisa Weber			20	X	X	X	X	X	X			

- Only enter choice students who attended your summer school program on this report. Do not enter non-choice students on this report.
- Students in K4-8 must be entered on Schedule 2 and students in 9-12 must be entered on Schedule 3.
- When entering names of choice students, be sure the name exactly matches their name as it appears in the Online Application System (OAS).
- In column A, the students should be listed first in grade order (beginning with K4 or 9th grade) and then alphabetically by last name within each grade.
- In column B, the school is to indicate the grade level that they determine the student to be in during summer school. (For example, if a student is in summer school to make up requirements for completing 5th grade in order to start the following school year as a 6th grader, then the summer school grade would be 5.)

Schedule 2 & Schedule 3: Days Attended by Students (continued)

K4 THROUGH 8TH GRADE CLASS LIST													
LINE	A Student Names <i>Last name, First name</i>	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	E Courses Attended <i>Insert an X for all courses the student attended. In order to be eligible, a student must have attended at least one course.</i>								F Pupil Eligibility
					Science	Math	Social Studies	English	Art	Religion	Course 7	Course 8	
1	George Porge	K4	A	20	X	X	X	X	X	X			Eligible
2	Mary Gibbs	3	C	10	X	X	X	X	X	X			Not Eligible
3	Lester Weather	3	C	15	X	X			X	X			Eligible
4	Mark Wilber	5	C	16									Not Eligible
5	Lisa Weber			20	X	X	X	X	X	X			

- In column C, enter the letter “C” (or choose C from the drop down list) if the pupil was in the Choice program on the 2nd Friday in January 2016, at your or any Choice program school.
- If the pupil was not counted as a Choice student on the 2nd Friday in January 2016, but has been accepted to attend your school in the Choice program for the 2016-17 school year, enter "A".
 - These students must be in “Submitted” status in OAS.

Schedule 2 & Schedule 3: Days Attended by Students (continued)

K4 THROUGH 8TH GRADE CLASS LIST												
LINE	A Student Names <i>Last name, First name</i>	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	E Courses Attended <i>Insert an X for all courses the student attended. In order to be eligible, a student must have attended at least one course.</i>							
					Science	Math	Social Studies	English	Art	Religion	Course 7	Course 8
1	George Porge	K4	A	20	X	X	X	X	X	X		
2	Mary Gibbs	3	C	10	X	X	X	X	X	X		
3	Lester Weather	3	C	15	X	X			X	X		
4	Mark Wilber	5	C	16								
5	Lisa Weber			20	X	X	X	X	X	X		
												F Pupil Eligibility
												Eligible
												Not Eligible
												Eligible
												Not Eligible

- In column D, enter the total number of summer school days the student attended.
 - Do not include days in which the student was absent from summer school, even if it was an excused absence.
 - If a student attended a partial day, the school may mark that as a full day of attendance.
- Again, only include days in which the student attended the summer school program.

Schedule 2 & Schedule 3: Days Attended by Students (continued)

				K4 THROUGH 8TH GRADE CLASS LIST									
LINE	A Student Names <i>Last name, First name</i>	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	E Courses Attended <i>Insert an X for all courses the student attended. In order to be eligible, a student must have attended at least one course.</i>								F Pupil Eligibility
					Science	Math	Social Studies	English	Art	Religion	Course 7	Course 8	
1	George Porge	K4	A	20	X	X	X	X	X	X			Eligible
2	Mary Gibbs	3	C	10	X	X	X	X	X	X			Not Eligible
3	Lester Weather	3	C	15	X	X			X	X			Eligible
4	Mark Wilber	5	C	16									Not Eligible
5	Lisa Weber			20	X	X	X	X	X	X			

- The courses entered on Schedule 1 (rows 1 through 8 for K4-8 or rows 10 through 17 for 9-12) should appear in the section E columns on this schedule.
- In section E, the school is to indicate which of the summer school courses the student attended by marking an "X" in the appropriate column(s). The student must have attended at least one of the courses offered to be eligible for a Choice summer school payment.

Schedule 2 & Schedule 3: Days Attended by Students (continued)

				K4 THROUGH 8TH GRADE CLASS LIST									
LINE	A Student Names <i>Last name, First name</i>	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	E								F Pupil Eligibility
					Courses Attended <i>Insert an X for all courses the student attended. In order to be eligible, a student must have attended at least one course.</i>								
					Science	Math	Social Studies	English	Art	Religion	Course 7	Course 8	
1	George Porge	K4	A	20	X	X	X	X	X	X			Eligible
2	Mary Gibbs	3	C	10	X	X	X	X	X	X			Not Eligible
3	Lester Weather	3	C	15	X	X			X	X			Eligible
4	Mark Wilber	5	C	16									Not Eligible
5	Lisa Weber			20	X	X	X	X	X	X			

- The Pupil Eligibility Column (Column F) will automatically determine if the student is eligible for a choice summer school payment based on the information the school enters.
- In order to be eligible, each student must meet the following requirements:
 - Attend at least one class, which must be checked in section E.
 - Be in attendance during the summer school session for a minimum of 15 days.

Schedule 2 & Schedule 3: Days Attended by Students (continued)

K4 THROUGH 8TH GRADE CLASS LIST													
LINE	A Student Names <i>Last name, First name</i>	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	E Courses Attended <i>Insert an X for all courses the student attended. In order to be eligible, a student must have attended at least one course.</i>								F Pupil Eligibility
					Science	Math	Social Studies	English	Art	Religion	Course 7	Course 8	
1	George Porge	K4	A	20	X	X	X	X	X	X			Eligible
2	Mary Gibbs	3	C	10	X	X	X	X	X	X			Not Eligible
3	Lester Weather	3	C	15	X	X			X	X			Eligible
4	Mark Wilber	5	C	16									Not Eligible
5	Lisa Weber			20	X	X	X	X	X	X			

Example-Why is a pupil ineligible?

- Mary Gibbs is not eligible because she only attended 10 days.
- Mark Wilber is not eligible because no classes are checked. At least one class must be checked for the student to be eligible.

Schedule 2 & Schedule 3: Days Attended by Students (continued)

K4 THROUGH 8TH GRADE CLASS LIST													
LINE	A Student Names <i>Last name, First name</i>	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	E Courses Attended <i>Insert an X for all courses the student attended. In order to be eligible, a student must have attended at least one course.</i>								F Pupil Eligibility
					Science	Math	Social Studies	English	Art	Religion	Course 7	Course 8	
1	George Porge	K4	A	20	X	X	X	X	X	X			Eligible
2	Mary Gibbs	3	C	10	X	X	X	X	X	X			Not Eligible
3	Lester Weather	3	C	15	X	X			X	X			Eligible
4	Mark Wilber	5	C	16									Not Eligible
5	Lisa Weber			20	X	X	X	X	X	X			

Example-Why is there no Pupil Eligibility for Lisa Weber?

- The Pupil Eligibility is not showing for Lisa Weber because Columns B and C are not completed. Columns A to C must be completed for an eligibility determination to be made.

Summer School Program Eligibility

		III. PROGRAM ELIGIBILITY			
	Requirement		Number	Meets Requirements	
	Summer School Includes at Least 19 Days of Instruction		20	Yes	
	K4-8 Grade Classes at Least 270 minutes <i>Required if the school has any K4-8 grade students</i>		300	Yes	
	9-12 Grade Classes at Least 270 minutes <i>Required if the school has any 9-12 grade students</i>		300	Yes	
		IV. SUMMER SCHOOL PAYMENT CALCULATION			
A Grades K4-8 Total Eligible Choice Pupils	B Grades 9-12 Total Eligible Choice Pupils	C K4-8 Payment Amount <i>Calculated as 5% of the maximum per pupil choice state aid amount from the prior year</i>	D 9-12 Payment Amount <i>Calculated as 5% of the maximum per pupil choice state aid amount from the prior year</i>	E Total Amount Due to School <i>(Col A x Col C) + (Col B x Col D)</i>	
2.00	3.00	\$360.70	\$393.00	\$1,900.40	

- Section III and IV of the cover sheet will automatically be completed based on data the school has entered into the cover sheet and schedules 1, 2, and 3.
- Section III will indicate the number of days of instruction offered by the school during the summer session. If the school held a minimum of 19 days, the “Meets Requirement” section will be marked “Yes.”

Summer School Payment Calculation

III. PROGRAM ELIGIBILITY				
Requirement	Number	Meets Requirements		
Summer School Includes at Least 19 Days of Instruction	20	Yes		
K4-8 Grade Classes at Least 270 minutes <i>Required if the school has any K4-8 grade students</i>	300	Yes		
9-12 Grade Classes at Least 270 minutes <i>Required if the school has any 9-12 grade students</i>	300	Yes		
IV. SUMMER SCHOOL PAYMENT CALCULATION				
A Grades K4-8 Total Eligible Choice Pupils	B Grades 9-12 Total Eligible Choice Pupils	C K4-8 Payment Amount <i>Calculated as 5% of the maximum per pupil choice state aid amount from the prior year</i>	D 9-12 Payment Amount <i>Calculated as 5% of the maximum per pupil choice state aid amount from the prior year</i>	E Total Amount Due to School <i>(Col A x Col C) + (Col B x Col D)</i>
2.00	3.00	\$360.70	\$393.00	\$1,900.40

- Section III will also indicate the minutes of instruction offered during summer school by grade level. If the school offered a minimum of 270 minutes of instruction per summer school day, the “Meets Requirements” section will be marked “Yes.”
 - If the school has students in the applicable grade category this must indicate “Yes” for the school to be eligible for Choice summer school payments for that grade level.
- Section IV will pull the number of eligible choice students from schedules 2 and 3, and calculate the summer school choice payment expected for the school, subject to DPI verification.

Choice Administrator Signature & Report Submission

II. CHOICE ADMINISTRATOR SIGNATURE

I CERTIFY that this report is true, that no tuition was charged to Choice students for summer school, and that the school is in compliance with all regulations relating to summer school and the Private School Choice Programs. I further certify that state aid will be claimed only for classes approved for summer school. I agree that typing my name below constitutes a legal signature.

Electronic Signature of Choice Administrator *The Choice Administrator must type his/her name below.*

Larry Lindam

Date Signed *Mo./Day/Yr.*

8/20/2016

- Once the Summer School Report spreadsheet has been completed and checked for accuracy, the choice administrator must complete the signature section of the “Cover” tab and email the Excel spreadsheet as an attachment to PrivateSchoolChoice@dpi.wi.gov by October 1, 2016.
- **The document must be sent as an Excel document, do not PDF it.** Schools do not need to submit a paper copy.
- **Keep a copy of the completed Excel document for your own records.**
- The DPI will verify the data. If the choice school and the choice students have met all summer school program requirements, and there are no holds against the school, DPI will issue a summer school choice payment in a separate ACH at the end of November.

Questions

- See the Summer School Section of the School Submitted Reports webpage at <http://dpi.wi.gov/sms/choice-programs/school-reports> for the documents related to summer school.
- Contact the Private School Choice Program Consultants, at PrivateSchoolChoice@dpi.wi.gov if you have questions about completing and submitting this report.